

Bylaws of Oryx Universal College, Qatar

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Bylaws

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PURPOSES, NONDISCRIMINATION, OFFICES AND FISCAL YEAR

1. The Purpose

Incubating positive minds for a sustainable future

Education providers in general, and universities in particular play a crucial role in shaping the future of the world, the generations to come and those generation's contribution to a sustainable future. Education can shape the values, assumptions, beliefs and expectations that drive the thoughts and consequent behaviour of the current and future generations as drivers of the humanity. Universities are at the centre of leading the way towards a sustainable future through teaching and enabling the process of learning; using structured approaches that combines and capitalizes research, technology and memorable experiences of knowledge transfer and knowledge sharing.

In this process, ensuring that the quality and relevance of the education provided by the university education providers are up to date, consistent and the relationship between our communities, including staff, students and the wider society, remain positive and productive is detrimental in achieving our goals and driving our purpose. In addition to adhering to the foundational principles of teaching, learning and assessments, we, as university education providers, must strive to provide academic leadership as well as thought leadership to our communities, enhance our capabilities through professional and personal development opportunities for our staff, and invest in development as well as adaption of technology, techniques and tactics to enhance our performance towards our purpose.

To serve this purpose, Oryx Universal College was founded in 2018. The college was incorporated with the seed investment of the initial investors. The ownership of the college was determined based on the equity investments at the startup stage. The shareholders approved the governance structure and to appointed a Board of Trustees ("board") to govern the business and affairs of the college in accordance with the Charter of the Board of Trustees ("the charter"), in 2022.

The bylaws of the college are introduced in February 2023, and approved by the board of trustees. The bylaws intend to support and enable the strategic growth

envisioned in the OUC “Strategy 2032” that is approved by the BoT. The implementation of the provisions of the bylaws will be a progressive process over the next 10 years, in alignment with the growth requirements of the college. The bylaws provide the ultimate framework for OUC to grow and thrive as a leading university education provider. During the transition period towards this vision, the BoT, and chair will work together with the president to adapt the bylaws progressively in a structure that suits the progressive growth stages of the college.

2. Diversity and Discrimination

The college will undertake and carry on its educational activities and programs, free from discrimination and harassment based on actual or perceived race, sex, gender and/or gender identity or expression, colour, religion, creed, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, pregnancy, citizenship status, genetic information or any other basis prohibited by law. The college will not discriminate on any of these bases in administering its educational policies, admission policies and other school-administered programs.

3. Principal Office

The Principal office of the college is located in the city of Doha in the State of Qatar as the board of the college may time to time determine.

4. Other offices

The college also may have other offices at such other places both within and outside the city of Doha or outside the State of Qatar as the board may from time to time determine or the business of the college may require.

5. The fiscal year

The fiscal year of the college begins on the first (01) of January and ends on thirty first (31) of December.

6. The academic year

The academic year of the college begins on the first (01) of September and ends on the thirty first (31) of August.

Governance

7. Corporate Governance

The governance of the college is carried out by the board of Trustees appointed by the shareholders of the college, in accordance with the Charter approved by the shareholders.

Officers

8. Officers of the Board and the Officers of the College

The officers of the board will consist of a chair, a secretary and one or more vice chairs (if deemed necessary by the board) and may include a chair designee. The officer of the college will be the president of the college. All officers will be elected by and will serve at the pleasure of the board.

9. Qualification to hold office

Each officer must be a natural person at least eighteen years of age. The chair and vice chairs must be members of the board i.e. trustee appointed with minimum 70% votes of the shareholders.

Each officer of the college must be an employee of the college (or a college affiliate) whose employment duties, as determined by the president, correspond to the duties of the office.

10. Election and term of office

a. Chair

The chair will be elected by the voting trustees at the meeting of the board for a five-year term and hold office until the chair's successor is elected and qualified, or until such chair's sooner death, incapacity, disqualification, resignation or removal. The chair may be re-elected for additional five-year terms.

b. Chair Designee

The board should consider electing a chair designee at least one year before the anticipated end of the then current chair's term unless if it is decided that the existing chair will be re-elected. The chair designee may be elected by the voting trustees at any meeting of the board for a term that ends with the conclusion of the current chair's term, or until such chair designee's sooner death, incapacity, disqualification, resignation or removal, after which the chair designee shall become the chair.

c. President of the College

The president is elected by the voting trustees based on recommendations of the board. The chair of the board may appoint a committee to conduct search for a president. The appointment must be approved by the AGM of the shareholders of the college. The elected president must be an employee of the college during the term of the presidency.

The president of the college may be elected for a specific term or may be elected without a stated term and serve until such officer's sooner death, incapacity, disqualification, resignation, removal or until the person ceases to be an employee of the college.

d. Other Officers of the College

Other officers of the college are appointed by the president, in consultation with the chair of the board or the board itself as deemed necessary whose employment duties, as determined by the president, correspond to the duties of the office. At the expiration of any term, any qualified officer of the college may be re-elected by the president.

11. Removal

Any officer may be removed with cause at any time by an absolute majority of the voting Trustees in office.

a. Resignation

- i. Any officer of the board or a member of the board, other than the chair, may resign at any time by giving written notice of one month in advance to the chair or to the Secretary.
- ii. The chair may resign at any time by giving written notice of at least two months in advance to the president or to the secretary.
- iii. Any officer of the college, other than the president, may resign at any time by giving written notice to chair or to the president in accordance with their employment contract with the college;
- iv. The president may resign at any time by giving written notice to the chair or to the secretary of the board. The resignation will take effect at the time specified in the notice or immediately if no time is specified and the notice period shall be in accordance with the employment contract with the college.

12. Vacancies

Except in the case of the chair or an ex officio officer, a vacancy caused by the death, incapacity, disqualification, resignation, or removal of an officer, or by the creation of a new office, may be filled for the unexpired term by the voting trustees at any meeting. A vacancy caused by the death, incapacity, disqualification, resignation, or removal of the chair may be filled at any meeting for a new term or as necessary for the rest of the term.

13. Chair

The chair will preside at all meetings of the board and the members at which the chair is present; will decide all questions of order; will be the principal officer of the board; will serve as the board's principal spokesperson; will act as liaison officer between the board and the president; will make recommendations to the board regarding the persons to be appointed as members and chairs and vice chairs of committees of the board; will take such actions and make such recommendations as will facilitate the work of the board and its committees; may attend meetings of

any committee of the board; and will have all powers and duties incident to the office of board chair and such other powers and perform such other duties as the board may prescribe from time to time. The person serving as chair is eligible to be re-elected as an Elected trustee regardless of age.

14. Chair Designee

The chair designee is the person that the board may select to serve as chair at the conclusion of the then current chair's term. The chair designee will assume the powers and discharge the duties of the chair in the absence or incapacity of the chair; and will, in general, have all powers and perform all duties incident to the office of chair designee and such other powers and duties as the chair or board may prescribe from time to time.

15. Vice Chair

The vice chair, or the vice chairs if there are more than one, will, in the order designated by the chair or by the board, assume the powers and discharge the duties of the chair in the absence or incapacity of the chair and the chair designee, if any; and will, in general, have all powers and perform all duties incident to the office of vice chair and such other powers and duties as the chair or board may prescribe from time to time.

16. The President/ Chief Executive Officer (CEO)

The president is appointed by the board to be in charge of running the college with full executive power; the president serves as an Ex Officio Trustee so long as he or she holds the office on a non-acting basis and shall report to the board about the performance and conduct of the college regularly or determined by the board. The President will serve as the chief executive officer of the college; will be delegated authority and responsibility for the overall executive leadership of the college including administration and management of the college consistent with its mission, strategy and the direction of the board; will have all powers and perform all duties incident to the office and such other powers and duties as the board may prescribe from time to time; will exercise supervision and direction of all college activities; will be responsible to the board for the supervision of the college's educational programs in the college's business units including schools, faculties, institutes, departments, divisions, and units; will serve as head of each business unit of the college and have the power to call for meetings, make decisions and take any necessary action to achieve the goals of the college; will be concerned with the welfare of students of the college and their moral and intellectual development; will be the board's representative and the official medium of communication between each business unit of the college and the board, between college students and the board, and between college administration and the board; will prepare or cause to be prepared an annual proposed capital and operating budget in advance of each fiscal year for the board's consideration and feedback; will recommend to the board the appointment of the deans of schools/faculties/departments and directors of institutes; may call upon the college's senior management and academic leaders for assistance in the performance of his or her duties and may

appoint advisory councils of senior management and academic leaders and others as he or she deems necessary and appropriate; may attend meetings of any committee of the board and the college; and will determine the senior management and academic leaders who will serve in the president stead during a temporary absence or incapacity, or until the board replaces the president or determines a temporary succession plan during a permanent or more extensive absence or incapacity.

17. Vice President of Academic Affairs/ Chief Academic Officer (CAO)

A vice president of academic affairs/ chief academic officer (CAO) can be appointed by the board upon the recommendation of the president, and may be removed by the president with a notice to the board. The vice president of academic affairs/ chief academic officer (CAO) will be the senior assistant to the president in all academic matters; will be a member of each academic business unit, i.e. school/faculty/department, of the college; will work with the deans of the school/faculty/department and the directors of the institutes in strategic academic planning, recruiting faculty, overseeing academic appointments and promotions, conducting program reviews, guiding academic aspects of enrolment planning and ensuring the highest academic standards throughout the college for faculty members and students; and will have such other powers and duties as the president may prescribe from time to time.

18. Vice President of Operations / Chief Operating Officer (COO)

A vice president of operations/chief operating officer (COO) can be appointed by the board upon the recommendation of the president, and may be removed by the president with a notice to the board. The vice president of operations/chief operating officer (COO) will be the senior assistant to the president in all non-academic matters; and will have such other powers and duties as the president may prescribe from time to time.

19. Secretary and General Counsel

The secretary and general Counsel are appointed by the board upon the recommendation of the president and will have such other powers and duties as the president may prescribe from time to time in consultation with the chair, and can be removed by the president or the chair with a notice to the board. The roles could be played by one person or multiple persons depending on the requirements as determined by the president in consultation with the chair.

As secretary, the officer will have custody of the seal, charter, bylaws, and records of the board; will act as secretary at all meetings of the board of trustees and the members (in the absence or incapacity of the secretary, the chair will appoint a secretary of the meeting); will be responsible for the maintenance of fair and accurate records of the proceedings of the board, its executive committee and

other committees of the board, and the members, and distribute them to the members of the board, as applicable, in accordance with these bylaws; will cause notice to be given to members and officers of the board, and board committee members of meetings and acts of the board, board committees, and members affecting them with the approval of the chair; will be responsible for the issuance of certificates; and will have all powers and duties incident to the office of secretary and such other powers and perform such other duties as the president, chair, or board may prescribe from time to time.

As General Counsel, the officer will represent the college and its affiliates in its legal affairs; except for those matters where the general counsel's own performance of duties or status is being considered or evaluated, and subject to the right of the board, the audit and compliance committee and the compensation committee to engage independent counsel, all matters requiring legal advice or legal action will be referred to the general counsel who will provide legal advice or take legal action directly or through counsel engaged for such purpose by the general counsel; and will have such other powers and duties as the president, chair, or board may prescribe from time to time.

Committees

20. Committees and Subcommittees of the Board

The chair, on behalf of the board or the president, may establish such committees of the board with such powers and responsibilities as determined by the board or the president, whoever appoints the respective committee and as permitted by law. Each such committee of the board, and subcommittee where permitted, will consist of two or more voting trustees and may include other persons.

a. Standing Committees

The following committees will be standing committees for the purposes described in the respective bylaws:

i. Audit and Compliance Committee

The audit and compliance committee will cause an annual audit of the college's financial statements to be made by an independent firm of certified public accountants; discuss the substance and form of the auditor's report with the representatives of the auditing firm; monitor the independence and performance of the auditing firm; require the auditing firm to submit its opinion as auditors regarding the financial statements and present the auditor's written report to the board; monitor the integrity of the college's financial reporting processes and systems of internal controls regarding finance and accounting; monitor the performance of the college's internal audit, accounting and financial, and compliance departments; and provide an avenue of communication among the independent auditors, management, the internal audit and compliance functions, and the board. The Committee will assist the board in fulfilling its oversight responsibilities with respect to monitoring the college's compliance with legal, research grant terms and obligations, and regulatory obligations. The Committee

will oversee the adoption of, implementation of, and compliance with the college's code of ethical conduct, conflict of interest policies, anti-terrorism policies, anti-slavery policies and whistleblower policies and will have such other duties related to these areas as are determined by the board and the president. The committee will have the authority to conduct any review or investigation it deems appropriate to fulfilling its responsibilities; will have direct access to the independent auditors as well as anyone in the college; and will have full authority to retain, at the college's expense, special legal, accounting, or other consultants or experts it deems necessary in the performance of its duties with the approval of chair and the president. The committee will perform such other activities as may be assigned by the board. The committee will meet at least once a year and more frequently as desirable to fulfil their duties.

ii. [Compensation Committee](#)

The compensation committee will determine the compensation, including benefits, of the president and review and provide advice to the president on the compensation, including benefits, of the other college officers, when required.

iii. [Academic Governance Committee \(AGC\)](#)

The academic governance committee is appointed by the president to ensure that multitude of perspectives and expertise are utilised in making academic decisions for the college. The committee is governed by the charter of the academic governance committee approved by the board. The committee will meet at least once a month to carry out its mandate. The academic governance committee makes recommendations and provide consultancy to the president on academic affairs of the college in matters prescribed in the charter of the academic governance committee of the college. All members of the academic governance committee must be employees of the college and are appointed by the president.

Councils

21. [The Leadership Council](#)

The leadership council will generally consist of the leaders of each functional unit of the college, as determined by the president. The council shall meet at least twice a year. The president will be the chair of the council and the president may call for a meeting at any time during the year. The leadership Council will deliberate on the performance of each functional unit in the college and will be the collegewide consultation body regarding the successful day to day operation of the college.

22. [The Student Council](#)

The Student Council is the epic student leadership body of the college. It will consist of the student representatives of each active cohort in the college at any given time with 4 additional members from the student community. When a cohort completes its study, on the graduation day, the right to represent the cohort in the student council will cease and the membership of the student representative of the respective cohort will cease. The functions, rules and regulations governing the

student council are prescribed in the charter of the student council of OUC approved by the president and the board. This charter will be regularly reviewed by the president and the board. The president has the right to abolish the student council, restrict membership or nominations for membership or remove a member from the student council at any time without providing cause. All decisions of the student council must be submitted for review and approval of the president. Without the approval of the president, any decisions or initiatives of the student council will remain a proposal or intention only.

Organization of functional business units/divisions, Schools, Faculties and Departments

23. Organizational Architecture

The college shall always maintain a flat organizational structure, as determined by the president, that does not promote bureaucracy, or hierarchical authority that is not necessary for the efficient and effective operation of the college.

The academic affairs shall always remain the heart and core of the functions of the college and other functions required to run the academic affairs shall remain independent from the academic affairs of the college as separate functional units, providing the required support and services to carry out the academic affairs of the college, as determined by the president.

The college comprises the following functional business units/divisions.

- Academic Affairs
- Finance
- Market Engagement
- Admissions and Student Recruitment
- Academic Registry
- Student Experience
- Operations
- Strategy Management
- People and Culture
- Information and Communication Technology Services

The president may create additional functional business units/divisions or sub-divisions as he or she may deem necessary to the smooth functioning of the college.

The president may appoint leaders for the functional business units/divisions or sub-divisions as deemed necessary separately or with combined responsibilities.

24. Architecture of the Academic Affairs of the College

As the heart and soul of the college to drive all its efforts towards the purpose of the college, the overall structure of the college shall be designed to enable smooth functioning, efficient operation and effective performance of the academic affairs, in alignment with the strategic direction of the college.

The president, subject to the approval of the board, may divide the courses of instruction into various schools or faculties or departments according to the subject matter of instruction. The academic management of the college shall be conducted under specific schools or faculties or departments specialising in providing high quality education in specific disciplines. Schools/faculties/departments are structured to build strengths and capabilities required to provide the best quality education in specific major disciplines relevant to the current and future needs, as well as realities of, the world in collaboration with the related industries and sectors in the local and global community.

25. Library and Learning Resources

The college maintains the library as a central facility and provides school specific services and service bundles in consultation with the leadership and faculty members of the respective schools.

26. Deans

a. Appointment of Deans

There will be a dean for each school/faculty/department who will hold the highest office in the academic functional subunit. The dean will be the administrative head of the respective school/faculty/department and will be responsible for the successful delivery of the programmes offered by the school/faculty/department and carrying out the policies of the college within the school/faculty/department. The dean will preside at meetings of the respective school/faculty/department and will supervise the work and performance of the faculty members of the respective school/faculty/department. The dean will make recommendations to the president and vice president of academic affairs/ chief academic officer (CAO), for the appointment, promotion, dismissal, and retirement of faculty members and administration in the school/faculty/department. In cases where two or more schools or colleges are governed by a single faculty/department, a dean may be appointed for each of such colleges or schools by the president, as deemed necessary, with such authority and responsibility as is assigned by the president in consultation with the vice president of academic affairs/ chief academic officer (CAO).

b. Powers and Duties of a Dean

The dean will execute such rules, policies and procedures as college may adopt from time to time, and in general administer the affairs of the respective school/faculty/department in accordance with the strategic direction, driving the purpose of the college, these bylaws, and the directions of the president.

The dean will submit at the time requested each year, a proposed budget of anticipated income from the school/faculty/department to contribute to the revenue of the college and specific expenses related to the school/faculty/department for the ensuing year, including recommendations with respect to the performance of the staff members of the school/faculty/department and administration in the respective school/faculty/department.

c. Vice, Associate and Assistant Deans, Directors and Secretaries

The offices, if any, of vice deans, associate deans, assistant deans, academic directors, or secretary in a school/faculty/department may be created by the president in consultation with the vice president of academic affairs/ chief academic officer (CAO) with such authority and responsibility as will be assigned to such officer by the president. In general associate deans are appointed to take responsibility of strategic focus areas and key results areas across all academic affairs of the college, in collaboration with the deans. The associate deans hold similar and consistent authority as a dean with respect to their approved scope of work across all schools/faculties, unless if the scope is limited to a specific school/faculty/department by the president or the vice president of academic affairs/ chief academic officer (CAO). The president in consultation with the vice president of academic affairs/ chief academic officer (CAO), may appoint associate deans specific to a school/faculty/department.

d. Executive Dean.

The office of executive dean may be created by the president, if deemed necessary, to supervise and coordinate the activities of two or more schools. The executive dean will have the duties assigned to him or her by the president.

e. Administration of Academic Programmes

A programme leader or a programme coordinator will be appointed for each programme to focus on the development, quality, and excellence in teaching, learning experience and assessments of each programme in addition to ensuring that the required resources and capabilities are developed and sustained within the programme team, with such authority and responsibility as will be assigned by the president in consultation with the vice president of academic affairs/ chief academic officer (CAO) and the deans, through the People and Culture functional business unit. The programme leaders or programme coordinators will directly work and collaborate with the deans and associate deans to ensure that the scope, expectations and objectives of the college with regards to the respective programmes are covered and accomplished with efficient and effective performance across the programme.

Educational Operations

27. Responsibilities of the Schools/ Faculties /Departments

a. Educational Conduct and Functions.

The educational conduct of each of the schools/faculties/departments, within the limits prescribed by these bylaws and by the president, is committed to the faculty members of each of the schools/faculties/departments, and to such officers of the schools/faculties/departments as the president may appoint. The educational functions of the libraries of the college, as defined and structured by the president, are similarly committed to the Schools/faculties/Departments and officers of the division of the libraries.

b. Entrance Requirements, Courses of Study and Degrees and Certificates.

- i. Entrance requirements, courses of study and conferral of degrees and certificates are subject to approval of the respective awarding institutions franchising the degree programmes to the college, as per the approved bylaws and policies of the college and contractual agreements, related obligations, due processes and procedures of the franchisor of the degrees and the license issued by the ministry of education and higher education of the state of Qatar.
- ii. Subject to the policies as defined by the president, it is the duty of the vice president of academic affairs/ chief academic officer (CAO) to determine the entrance requirements for each programmes in consultation with the respective dean of the school/faculty/department that offers the programme under its care, and with the approval of the awarding institution, recorded and administered through the academic registry of the college.
- iii. It is the duty of the vice president of academic affairs/ chief academic officer (CAO), with the approval of the president and in consultation with the deans of the respective schools to determine courses of study to be pursued and the standards of academic achievement to be attained for each degree offered by following the relevant policies , processes, procedures of the college and in compliance with the contractual obligations of the college with the awarding institution of the degrees/qualifications.
- iv. It is the duty of the deans under the leadership and supervision of the vice president of academic affairs/ chief academic officer (CAO) to implement all the policies, procedures and processes in the school/faculty/department, take necessary initiatives

recruit the required resources for efficient and effective delivery of programmes and modules in accordance with the quality assurance framework of academic affairs of the college and the academic framework of the partner/awarding institutions and with the approval of the people and culture functional business unit; prepare a schedule of lectures and assessments in accordance with the approved programme and module curricula; provide the required additional support to students; make and enforce rules for the guidance and conduct of the students; manage the performance of the academic staff members of the programmes offered in the school/faculty/department; and report and certify to the president, for recommendation to the board, qualified candidates for degrees and certification; by precisely following the compliance requirements of the awarding institution, through the academic registry of the college.

c. Student conduct

Academic misconduct will be governed by the policies and procedures established by the franchisor of the degree programmes. In matters involving non-academic misconduct, the relevant student conduct related policies and procedures of the college shall be enforced. The president will nominate and authorise appropriate entities within the college to conduct inquiries, investigations and make recommendations to the president in relation to such non-academic misconduct. If deemed necessary, the president may request the involvement or advice of chair and the board on such matters.

d. Staff conduct

All staff members of the college are employees of the college, designated to play various roles in the functional business units/divisions of the college and are bound to abide by the bylaws, regulations, policies and procedures of the college, irrespective of the functional division they perform their day to day tasks and responsibilities with. Administration of all appointments, promotions, demotions, recognitions and recommendations are centralised with the people and culture functional business unit with the approval of the president or authorised representative of the president. All members of the staff are bound to perform their duties reasonably assigned by the president through the people and culture functional business unit/division of the college, within the scope of their employment contract. Staff members could be required to work across other functional business areas other than their primary/home functional business unit, within the college.

All staff members of the college including the academic staff are strictly bound to conduct their behaviour and interactions at highest standards of professionalism in accordance with the relevant policies, processes and procedures of the college in academic and non-academic matters. The President may initiate investigations regarding staff misconduct through the people and culture functional division or

through other delegation of responsibility or directly through the office of the president, as deemed necessary and appropriate.

28. Degrees

Degrees offered through the college are degrees in course or research. Degrees in course or research offered by the college are conferred by the franchisor/awarding institutions who are licensed to award such degrees by a competent authority recognised and approved by the ministry of education and higher education of the State of Qatar, and are awarded under the license of the college issued by the ministry of education and higher education of the State, to offer the degrees in the State of Qatar. All such degrees issued through the college must be duly noted and certified by the board of the college.

29. Regulations

The college will recommend candidates for only those degrees authorised by the respective franchisor/awarding institution of the degree through a duly signed contractual agreement approved by the ministry of education and higher education of the State of Qatar. The regulations regarding the award of degrees in course and certificates will be governed by the policies of the awarding institution/franchisor of the respective programme.

30. Staff Enrolments

Staff members of the college will not be allowed to enrol as a candidate for a degree or recommended for a degree unless excepted by the president in writing, and having signed an undertaking to avoid any conflict of interests during the study with an obligation to declare any conflict of interest to the academic registry immediately when they become aware of a factual or potential conflict of interest.

31. Roster and Workload

The leaders of all functional business units/divisions, and in the academic affairs functional unit each dean and the vice president of academic affairs/ chief academic officer (CAO), are required to have a roster of each staff member assigned to their functional unit along with the responsibility matrix and a workload allocation matrix at least for the next 6 months at any given time. Each school/faculty/department within the academic affairs functional unit, the deans must submit the respective workload allocation matrix to the vice president of academic affairs/ chief academic officer (CAO) and the vice president of academic affairs/ chief academic officer (CAO) must submit the consolidated report endorsed by the Academic Registry and the AGC to the People and Culture functional business Unit and the office of the President, before the start of study of each semester.

32. Staff meetings

Each functional unit/division must conduct at least one meeting with all their staff members at least four times every fiscal year and the minutes of the meeting shall

be submitted to the people and culture functional unit/division with copies to the office of the president.

School/faculty/department and Research Staff members

33. Appointments and changes

All appointments and titles must be approved by the president before being made effective and confirmed by issuance of a memorandum by the People and Culture functional business unit/division. Any appointment that does not go through the relevant complete process mentioned in this chapter or not approved by the president will not be effective.

34. Tenured positions

Faculty members could be fulltime staff members or work part time under a mutual agreement of workload and responsibilities. Only full-time staff members who have completed at least 12 calendar months with the college could be confirmed as tenured/confirmed permanent staff members, unless otherwise excepted by the president, subject to the employment contract between the college and the respective staff member and the Labour Law of the State of Qatar.

Only tenured/confirmed permanent faculty members could apply for change of titles including;

- a. assistant lecturers/assistant professors,
- b. lecturers/associate professors,
- c. senior lecturers/senior associate professors
- d. readers, or
- e. professor.

35. Candidacy

Such candidacy will be considered by the AGC of the college. The AGC may appoint required subcommittees to consider the candidacy and make recommendations to the AGC, as deemed necessary. The final recommendation of the AGC shall be forwarded to the office of the president for consideration of the application for making the final decision, along with the resolution and minutes of the meeting of the AGC, by the secretary of the AGC.

36. Term

Initial term of all staff appointments shall be for one year unless approved for a longer period by the president. On completion of the first year of the contract will be renewed for an indefinite period.

37. Other Faculty member Appointments.

Other faculty members are members of school/faculty/department who are not included in any of the above mentioned classifications. They may include: (i) emeritus faculty members; (ii) adjunct and other part-time faculty members; (iii) faculty members whose titles or appointments prohibit indefinite contract renewals; (iv) temporary faculty members; (v) visiting faculty members; (vi) instructors and (vii) full-time researchers while they maintain a secondary faculty members title. Such other Faculty members are not eligible for tenure.

38. Contracts and Titles of other Faculty members.

Other Faculty members are appointed for a definite period of time, not exceeding one academic year unless otherwise specified, and the appointment automatically terminates at the close of that period unless there is an official notice of renewal. Other Faculty members may have an array of titles that may include, among others, certain of the non-tenure position titles set forth in the next section of these Bylaws.

39. Non-tenure Positions

Non-tenure positions, which may be faculty or non-faculty positions, include, but are not limited to, the following:

- a. instructor titles (e.g., instructor, clinical instructor, research instructor, assistant professor/instructor);
- b. research and scientist titles (e.g., research professor, research associate professor, research assistant professor, research scholar, associate research scholar, assistant research scholar, senior research scientist, research scientist, associate research scientist, assistant research scientist, professor (research), associate professor (research), assistant professor (research), except when the title that includes research professor is conferred as a distinction upon a faculty member with tenure or on the tenure track;
- c. global titles (e.g., global distinguished professor, global professor, global visiting professor, global instructor, global professor, except when a title that includes global professor is conferred as a distinction upon a faculty member with tenure;
- d. adjunct titles (e.g., adjunct professor, adjunct associate professor, adjunct assistant professor)
- e. clinical titles (e.g., clinical professor, clinical associate professor, clinical assistant professor, professor (clinical), associate professor (clinical), assistant professor (clinical), master clinician);
- f. visiting titles (e.g., visiting professor, visiting associate professor, visiting assistant professor);
- g. arts and music titles (e.g., arts professor, associate arts professor, assistant arts professor, visiting arts professor, visiting associate arts professor, visiting assistant arts professor, music professor,

- music associate professor, music assistant professor, master artist, artist-in-residence);
- h. lecturer titles;
- i. titles related to the teaching of languages (e.g., senior language lecturer, language lecturer);
- j. teacher titles (e.g., master teacher, teacher, associate teacher, teaching fellow, teaching associate, teaching assistant);
- k. assistant and associate titles (e.g., library associate, research associate, assistant, technical assistant, laboratory assistant, clinical assistant, graduate assistant, research assistant);
- l. in residence titles (e.g., distinguished scientists in residence, writer in residence);
- m. industry titles (e.g., industry professor, industry associate professor, industry assistant professor, distinguished industry professor);
- n. scholar titles (e.g., scholar in residence, distinguished scholar, visiting scholar);
- o. practice titles (e.g., librarian of practice, professor of/from practice, associate professor of/from practice, assistant professor of/from practice); and
- p. fellow titles (e.g., assistant professor/faculty fellow).

Any position designated by a title which is not specified in this chapter will be a non-tenure position unless the president or the board determines otherwise.

40. Leaves of absence

All full-time faculty members and librarians are expected to be present for duty throughout the academic year, September 1 to August 31, unless otherwise specified. Applications for leave of absence or sabbatical leave should be made to the dean and approved by the vice president of academic affairs/ chief academic officer (CAO) and the president. Generally no staff member shall be continuously absent to work for casual reasons for more than 30 calendar days unless special approval is given by the president or if authority is assigned, then by a vice president.

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